



Job Posting

Posting & Application Period:
September 7 to 22, 2016 (by 5:00 pm)

Commission Data Administrator

DEPARTMENT: Criminal Justice Policy Commission

STATUS: Full-Time

HOURS: 37.5 hours per week | 8:30 am to 5:00 pm, Monday – Friday

MINIMUM SALARY: \$61,602 annually | Range K on Legislative Council Salary Schedule

JOB LOCATION: Boji Tower–4th Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

The Criminal Justice Policy Commission (CJPC) was created in the Legislative Council by Public Act 465 of 2014. The Commission is charged to do all of the following: collect, prepare, analyze, and disseminate information regarding state and local sentencing and proposed release policies and practices for felonies. The CJPC must also assess the use of prisons and jails, collect and analyze information concerning how misdemeanor sentences, and the detention of defendants pending trial, affect local jails.

In cooperation with the Department of Corrections (MDOC), the employee in this position will collect, analyze, and compile data and make projections regarding the populations and capacities of state and local correctional facilities, the impact of the sentencing guidelines and other laws, rules, and policies on those populations and capacities, and the effectiveness of efforts to reduce recidivism.

This position reports to the Legislative Council Administrator.

MINIMUM QUALIFICATIONS

- Master's Degree in related field (i.e., criminal justice, social science, political science); or an equivalent combination of education and experience.
- Database management experience required. Social science research experience preferred.
- Familiarity with sentencing law and sentencing guidelines desired.
- Significant exposure to statistical analysis and automated systems is required.
- Advanced knowledge of statistical software used to analyze data and prepare reports required.
- Five years of progressively more expansive experience, including project management, previous supervisory and governmental or legislative experience preferred.
- Must be willing and able to work overtime and irregular hours as required, including evenings, weekends and holidays.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following three items as separate attachments in their online application in order to be considered: 1) cover letter outlining interest and qualifications, 2) resume, and 3) copy of college transcripts. The deadline to apply is 5:00 pm on Thursday, September 22, 2016.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Criminal Justice Policy Commission is a nonpartisan legislative information agency. This is an unclassified, non-Civil Service position in State government. All Commission and Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. All employees must be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.